



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY
GOVERNOR

ANTHONY J. TATA
SECRETARY

July 24, 2015

Project: NCDOT Division 7 Alamance County Rest Area: Building Construction, Site Work and Landscape Plantings

Contract ID: DG00243

Pre-Bid Conference held at NCDOT Division 7 Office, 1584 Yanceyville Street, Greensboro, NC at 10:00 am on July 22, 2015

Meeting Minutes

- Welcome and sign-in. Pre-bid sign-in sheet attached.
- Attendance at this pre-bid meeting is mandatory for bidding. Visits to both sites following the meeting are mandatory. Contractors who attended the mandatory pre-bid held on May 5, 2015, were not required to attend the July 22, 2015 pre-bid.
- The Contract and Bidding Procedures were discussed by Carolyn Huskins, Division Proposal Engineer.
- Bid Date: Sealed Single Prime- Bids will be received until 11:00 AM on August 20, 2015. All Bids opened at 11:00 PM on the same day.
- Location for Bid Opening: NCDOT Division 7 Office, at 1584 Yanceyville Street, Greensboro, NC 27405
- Bonds Required:
 - Bid Bond – 5%
 - Performance Bond - 100%- only required from low bidder
 - Payment Bond - 100%- only required from low bidder
 - *Must use the bond forms provided in the Project Manual (Proposal) – failure is grounds for disqualification of bid.

Proposal and Contract

General Contractor licensed in NC
Itemized Proposal for the Contract must be filled out electronically using “Expedite Bid”, printed out, and the CD and printout turned in with the bid and entire bound proposal. Review Page B-5, Instructions To Bidders, for further information.
*Corporations must use a corporate seal where the name of the company occurs on the contracting forms.
An Officer of the company has to sign after the itemized Proposal for Contract.

Expedite Bid is available at: <https://connect.ncdot.gov/letting/Pages/EBS-Information.aspx>

- All contract execution questions may be emailed to Carolyn Huskins at cthuskins@ncdot.gov or call her at 336-487-0075.
- Construction Schedule: Site availability September 14, 2015, items installed and building constructed by March 30, 2016, and the completion date is September 15, 2016. This completion date is the Establishment Work date. In other words, all plantings must still be alive on September 15, 2016.
- Carolyn Huskins will send out the “permanent vegetation establishment” requirements and load them on the Letting web site.
- Page B-7, Holiday periods when the contractor may not work were discussed.
- Liquidated damages \$200.00 per calendar day for the Contract ending September 15, 2016.
- Liquidated damages \$600.00 per calendar day for the Intermediate Contract ending December March 30, 2016.
- 6% Disadvantaged Business Enterprise goal requirement. This can be met with women or minority owned businesses. The NCDOT DBE list must be used as this is a Federal project, and sub-contractors must also be NCDOT pre-qualified. HUB does not count toward the goal. Only the low bidder goes through the Good Faith Effort process, in the event that they do not meet the 6% goal. See pages B-10 through B-21. It is in the Contractor’s interest to do this immediately, before bonds are purchased.
- F-9 Listing of DBE Subcontractors. Expedite Bid will automatically print this out with GC’s entered information.
- Further information:
 - Addendums received must be initialed. (page 11 at back of Proposal)
 - Use the bid forms that are appropriate to the Contractor’s business legal structure.
 - Performance and Payment Bond forms can be found on the NCDOT Connect web site.
 - Insurance- includes Liability, Proof of Worker’s Comp, & all state required insurance (this includes automobile). An umbrella policy can cover this.
 - Because this project is using Federal money, see pages B-50 to B-59 in the Project Manual (Proposal). The following should be noted and followed (including but not limited to):
 - Contractor’s company’s minority and female employment requirements
 - Weekly Payrolls must be submitted to Chris Kirkman, NCDOT.
 - The Contractors must keep their record for 3 years after the date of Final Acceptance.
- Mike Mountcastle, Structural Engineer, has requested that Domestic Steel certification be submitted at the same time as steel submittals, if needed as set forth on page B-22.
- The General Contractor MUST locate underground utilities by calling 811. Locations shown on plans are approximate only.
- Please Review Division 1-General Requirements for information about Progress Documentation & Procedures and Submittals. Shop drawings should be complete and checked prior to submittal for review. Electronic submittals are allowed.

- Page B-31: **While Irrigation is noted as an Add Alternate elsewhere in the bid documents, it will NOT be an add alternate; it is a required bid item.**
- Read B-46, Errata, to see how it affects your work.
- B-48 to B-50, Minority and Female Employment Requirements- Alamance County % applies.
- Davis-Bacon wages apply. If there is a classification needed that is not listed, put in a request to the Resident Engineer as soon as possible, as it takes time to process.
- The low bidder will be required to submit a Word document to Ken Taffer with a list of suppliers for plants, including sod. As noted on B-44-45, seed must be certified.
- It is very important to submit all paperwork correctly. A notary must seal and sign where indicated, and their commissions must be current, not expired. Carolyn Huskins will help with all questions about forms and paperwork.
- NCDOT will do surveying for the project and construction testing.
- Request for Documents
 - Email to Carolyn Huskins, cthuskins@ncdot.gov
- Requests for Information
 - By email only to Tad Davis, taddavis@ncdot.gov
Tad will then route to Bob Kopetsky, Lisa Keel, Mike Mountcastle or Burke Engineering, as appropriate.
 - Must be received by 1:00 PM Friday August 7, 2015 to be included in Addendum.**
 - This is a change from the date given at Pre-Bid, which fell on a Sunday.**
 - Please separate questions about the specs or drawings into two sections so that they may be answered more quickly.
 - Provide the spec section number and paragraph references.
 - Provide drawing sheet and detail numbers.
- The Rest Areas will remain open 24/7; see staging plans for further information and procedures.
- A site visit to each rest area followed this pre-bid conference.
- Contractor's workers must keep in mind they will be working in close to proximity to the public during construction, and will represent the State of North Carolina to the public. Therefore, no cussing or bad behavior is allowed, and shirts must be worn at all times.
- As the Rest Areas are open 24/7, Contractors are advised to keep their equipment and tools locked up, and the construction fence must be locked to keep kids out of the staging area.
- The Contractor must communicate and coordinate utilities with Ken Taffer. Ken needs 48 hour notice if a utility situation might necessitate a brief closing, including tree removal. As noted on sheets U1 & U2, site lighting must remain operable during construction. If the power is knocked out to a light, it must be back on and the light operating by nightfall.
- Ken Taffer will be replacing a 30 foot water line at the North Bound Lane site at his expense, and will coordinate with the Contractor.
- Boulders are NCDOT supplied and will be delivered to the site by Ken Taffer.

- **Appendix A, page N-1, following the Vending Buildings Project Manual, and preceding Execution of Bid page F-1, lists the questions and answers from the first pre-bid.**
- Bob Kopetsky and Lisa Keel discussed the general site and vending building requirements. At the site they discussed the general layout and where the aluminum grid “faux” windows will be located on the existing Rest Area buildings.
- Tree removal was discussed. Coordinate with Ken Tauffer. If the site must be temporarily closed to protect the public during tree removal, that will be coordinated with Ken. At the pre-bid visits to each site on July 22, 2015, each tree to be removed was marked by NCDOT. Tree removal is part of the Lump Sum Site Demo line item.
- Following the last pre-bid site visit, Ken Tauffer noted the poor condition of the existing CW Main as shown on Sheet U2. The Addendum will include a Bulletin Drawing showing the Vending Building water line tying into the existing meter in the existing Rest Area building instead.

Questions and Answers from Pre-Bid Conference:

Regarding Appendix A, “Permeable Pavement Spec’s”: A sample of the specified manufacturers’ (or approved equal) pavers of the type specified will need to be submitted and approved during construction. It is understood that the paver types specified don’t come in 12”x12” sizes.

Q: Are the requested cobblestones to be true cobblestones or is a concrete product that looks like cobblestones acceptable?

A: A concrete product that looks like cobblestones is acceptable.

Q: Do DBE vendors count toward the 6% goal?

A: Yes.

Q: Do DBE vendors have to be pre-qualified?

A: No, but what they supply has to be NCDOT certified if NCDOT certification is required.

Q: Is there an existing irrigation system?

A: No. There is an existing water source. NCDOT wants a separate water meter for the irrigation system, turn-key, provided and installed by the GC, with the tap, meter, and backflow preventer.

Q: Do the fabricated connection brackets (decorative connectors) for the exterior heavy timber trusses need to be domestic steel certified?

A: No.

Q: Is there a recycling goal?

A: Yes. There is a 50% recycling goal; the forms follow Specification Section 01 1510.

Q: When are the water meter fees transferred to NCDOT?

A: At Final Acceptance. (State Construction Office uses this term in place of Substantial Completion.)

Q: Can the existing split rail fences be reused?

A: No. Turn them over to Ken Taffer; the plans note all items that are to be turned over to him.

End of Meeting Minutes. Participants are requested to provide written responses to the Architect for any corrections or additions to these minutes within seven (7) calendar days.

By: Lisa L. Keel, AIA

Copy: Participants; Plan holders; posted on NCDOT web site

Attachment: Scan of Pre-Bid Conference Sign-In Sheet